



DYNTEK SERVICES, INC.

SECURE DATA DESTRUCTION AND SURPLUS

VA-040917-DYNT

SURPLUS EQUIPMENT PROCESSING

VERSION 1.0

<https://www.covsdds.com>

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- Introduction to Secure Data Destruction and Surplus -

DynTek Services, Inc. (DynTek) is proud to have been awarded the Secure Data Destruction and Surplus (SDDS) contract, VA-040917-DYNT by Virginia Information Technologies Agency (VITA) in October 2004. DynTek has been working diligently to create a system that will allow qualified organizations use of the SDDS system to surplus all qualified technology devices within the Commonwealth of Virginia. DynTek designed an SDDS online system with the strategy of creating a long-term surplus application that is available to all users of the SDDS contract at no additional cost. Highlights of the SDDS system are as follows:

- Internet based.
- Secure 128 Bit SSL encrypted site to protect your information.
- Username and Password protected.
- Tiered user authorization for surplus registration and surplus approval.
- Can manage single locations or multiple locations at the same time.
- Dynamic costing model to allow forecasting of SDDS costs.
- Complete tracking capability down to a single unit from initial equipment registration to the final destination of resale, donation or destruction.
- Allows for online creation and archiving of data and unit destruction certifications that comply with electronic signature and VITA ITRM security documentation requirements.
- Reports revenue returns to the Commonwealth from resale.
- Allows for the import and export of data to and from other asset tracking systems.

Note: Use of the SDDS system is mandatory to use the SDDS contract. DynTek must provide a universal surplus tracking system to the Commonwealth. Use of this system is the only means to cover this commitment.

- How the SDDS program works -

Anyone would think that the surplus of a computer or other technology device is fairly simple. But the potential data security and ecology damage that a computer can yield is enormous. For this reason, VITA has assigned responsibility of technology surplus to DynTek. Assignment of this responsibility to a 3rd party vendor allows an organization to focus on the forward momentum of its operation and not worry about items that were displaced from use. The responsibility of securing SDDS items falls to DynTek and the accountability of meeting the security and ecological requirements the Commonwealth demands will be the sole responsibility of DynTek and no longer that of the organization that uses the SDDS program.

The SDDS Lifecycle (Grey rows highlight what is covered in this document.)

Phase	Milestone	Description	Responsible Organization	Outcome
1	SDDS Registration	Organization applies to use SDDS	Dept. Gen. Svcs. (DGS). Requesting organization. DynTek.	Use of SDDS authorized or denied by DGS.
2	Organization Registration	Organization creates a list of locations where surplus equipment exists as well as a list of users authorized to surplus equipment in those locations.	Requesting Organization	Organization is ready to begin surplus.
3	Equipment Registration	Authorized users in local offices begin the process of registering items identified for surplus.	Requesting Organization	Unique "Batch" profile is created for administrative review. Equipment list is entered into SDDS
4	Batch Audit	Organizations Agency Administrator reviews requested surplus equipment batch and modifies, approves or denies. SDDS Cost is listed at this time.	Requesting Organization	Batch is modified to management approval. Quote generated and PO issued to DynTek
5	Collection	DynTek coordinates with client to arrange collection based on the final batch list	Requesting Organization. DynTek.	Collection schedule reviewed and approved. Items removed from locations.
6	Validation	DynTek validates SDDS information of items that are registered and modifies any discrepancies. Organization can review any changes.	DynTek	Items moved to evaluation.
7	Evaluation	Items are evaluated according to their registered information and physical review.	DynTek	Items will be resold, donated or destroyed. This is based on the item meeting or failing the evaluation criteria.
8	Sanitization	Data and any other markers identifying the organization are removed.	DynTek	Item is ready for redistribution or destruction. Item is certified as ready for reuse or is certified as destroyed.
9	Destination	Item is sold, donated or destroyed. Final report is available to organization.	Organization DynTek	Billing
10	Administration	Resale revenue is returned to DGS/Organization Organization is billed for batch processing costs.	DGS, Organization, DynTek	Activity Closure

- Contract Details -

Contract Number: VA-040917-DYNT

Issuing Authority: Virginia Information Technologies Agency

Type of use: Optional

Contract Term: 3 Years with 3 optional 1 year extensions

eVA Supplier Details: DynTek Services, Inc.
501E Franklin St
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Richmond, VA 23219
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Phone: +1 (804) 521-4163
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- Contract Contacts -

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- Getting started with SDDS -


<https://www.covsdds.com>


You are about to begin phase 3 of the SDDS process as defined in table 1 on page 4 in this document. If you have not looked at the table, please do so now and familiarize yourself with the areas that you and your organization are responsible for. This document focuses on how to successfully process equipment for your organization into the SDDS system. Please refer to the other documents on the SDDS web-site for other activities. Each section in this document will have a phase number, a percentage of completion and identification of responsibility. This will show you where in the process you are and how close you are to completing the SDDS process for your organization.

Example:  this means you are now at phase 1

Example:  this means you have completed 10% of phase 1.

Example:  Agency Administrator responsibility

Example:  Region Administrator responsibility

Example:  Surplus Equipment Member responsibility

System Requirements

The SDDS system has been designed and tested on the following software platforms and conforms to VITA minimum performance specifications.

Microsoft© Windows 98 SR2
Microsoft© Windows 2000
Microsoft© Windows XP Professional

Microsoft© Internet Explorer 5 or higher

- Prerequisites -

An organization who wants to process surplus equipment must have already completed the following steps.

- Requested a Delegation of Authority to surplus from Department of General Services (DGS)
- Received approval to surplus from DGS
- Created a list of facilities that will surplus
- Created a list of users who will administer and use the SDDS system.

Instructions to complete these tasks are in the first SDDS document, “Agency Registration Instructions.” This document can be downloaded from the “Getting Started” section at <https://www.covsdds.com>

Who can register equipment for surplus?

AA	Agency Administrator:	Can surplus equipment for any facility in their organization
RA	Region Administrator:	Can surplus equipment for any facility in their assigned region
M	Member:	Can surplus equipment for any facility in their assigned region

Checklist

Type of Review	Action Item	Description	Next Steps	Questions?
Equipment Compliance	Review Contract	http://www.vita.virginia.gov/procurement/contractDetail.cfm?contract_id=1000477	If equipment to be surplus is in-scope move ahead. If not, contact DGS to make other arrangements.	VITA, DGS

Once prerequisites are met, you can move forward and begin the operation of registering equipment into SDDS.

- Accessing the SDDS System -

Making SDDS a trusted internet zone

Newer Microsoft Internet Explorer Systems may not allow you to use the SDDS web-site until you tell your system that this site is safe. This is called a trusted zone site.

If you are having difficulties with SDDS because of a trusted site problem, contact DynTek for a document on how to modify your system to allow SDDS to work or talk to your Information Technology Security point of contact about gaining access.

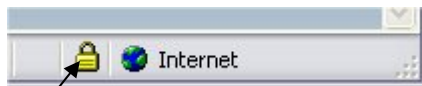
If you do not have this problem, begin by following these instructions:

- Open your Internet Explorer Internet Browser and go to the Internet address:

<https://www.covsdds.com>

Tip

Make sure there is an "S" after the http. This makes sure that you are using encryption and that access to the SDDS system is secure.



Look for a padlock icon in the bottom right of your Internet browser to confirm your secure connection

- The SDDS homepage -

The DynTek SDDS system is always accessed from this point.

SDDS System Home Page

http://rc.covsdds.com - DynTek - Secure Data Destruction and Surplus Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

DynTek Secure Data Destruction and Surplus VA-040917-DYNT ***** Help

TRAINING SITE

Links:

- www.vita.virginia.gov
- [Master Contract](#)
- [Administrative Procedures Manual](#)
- [VITA Contract Information](#)
- [Request an SDDS Account](#)
- [Forget your password?](#)

VITA expect the best

virginia.gov

VITA Contract Administrator
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Tel: (804) 371-5993
Fax: (804) 371-5969

Contract:
VA-040917-DYNT

Issuing Authority:
Virginia Information Technologies Agency (VITA)

Overview
Welcome to the DynTek Secure Data Destruction and Surplus (SDDS) home page. This site allows qualified organizations to surplus and sanitize technology related equipment as specified in the Commonwealth of Virginia SDDS Contract, VA-040917-DYNT. To begin the process of using this system, you must be qualified by the Virginia Department of General Services.
[Click here](#) to view the SDDS user support documentation and open the document "Getting Started" to begin. Follow the instructions in this document to begin the SDDS registration process. Any questions regarding the use of this system should be forwarded to the [DynTek COV Program manager](#).

DynTek

COV Program Manager:
Andrew Miller
andrew.miller@dyntek.com
Tel: (804) 521-4163
Fax: (804) 521-4232

Getting Started
[Click Here](#)
Requires Adobe Reader
[Get Adobe Reader](#)

Username: JohnDoeWCB
Password: *****

Login to SDDS with the username and password assigned to you.

Tip

Your username and password is emailed to you automatically after your account has been created. If you do not have a username and password, contact your Agency Administrator or DynTek for information on receiving one.

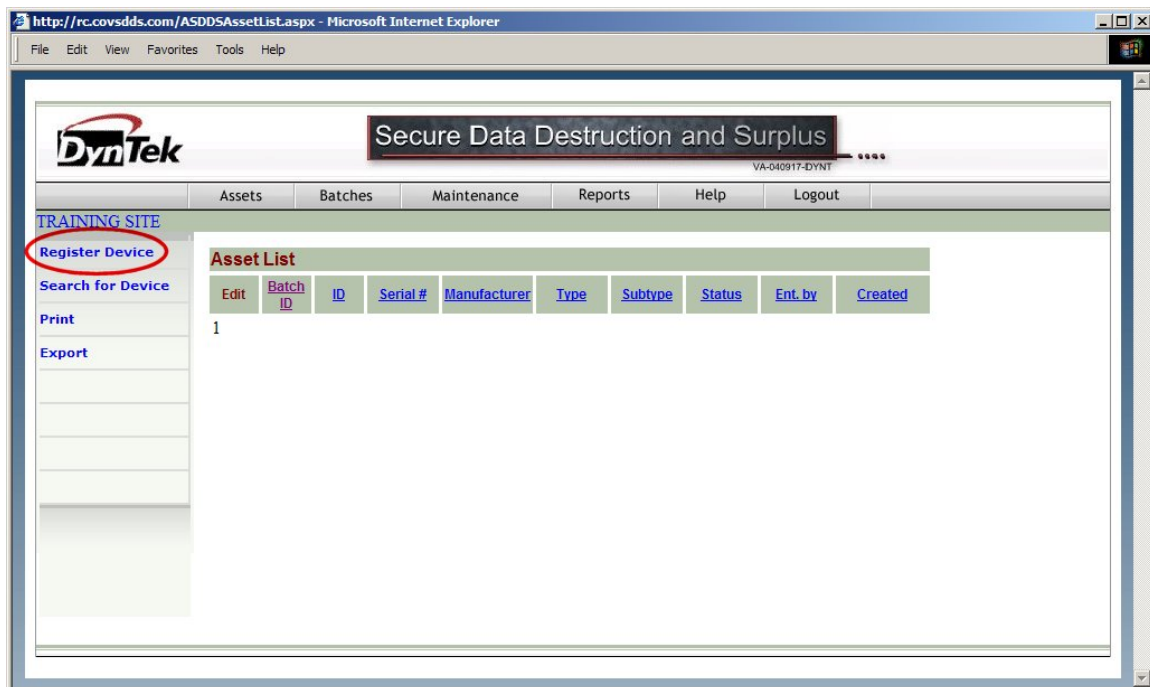
- Device Registration Overview Page -

DynTek has made every effort to make equipment registration as easy as possible but there is information about every piece of equipment that is unique such as a serial number that must be entered into the system manually. If an organization makes registration mistakes, the SDDS system will accept bad registration information. In phase 6 of the SDDS process, DynTek validates all information and corrects any discrepancies. This generates an audit trail for you to see where changes were made and who made those changes.

The objective of the SDDS registration and validation procedure is to present the customer with an accurate snapshot of their surplus activity that can be tracked and compared to internal asset inventory data or even used as an organizations only surplus tracking system.

Before getting started, the following checklist is recommended.

- Be sure to know where all equipment is and bring that equipment to a central location before commencing registration. This will lower additional collection costs that may be charged if equipment is spread around a facility.
- Acquire a barcode scanner. The SDDS system will accept barcode scanning. This will allow 100% accurate serial number and model information to be entered and will be quicker to register units.
- Understand what DynTek will accept under SDDS. We accept computer technology devices, peripherals, printers and network communication equipment. DynTek does not accept mechanical typewriters, telephones or any other device that is not used in a computing environment. Contact DynTek if you need help.
- If you have a current asset inventory system, find out if you can export the data of equipment identified for surplus. This is the fastest way to register surplus units. Contact DynTek for assistance. DO NOT register any equipment if this function exists. DynTek programmers will coordinate with you to import your data.



The Asset List page. This is what a Member user will initially see to begin equipment registration after login. AA and RA must click on the “Assets” button in the navigation bar to come to this page.

The table below explains each function in this page.

Item	Description
Register Device	Choose to register surplus units
Search for Device	Choose to search for registered units
Print	Prints the displayed list
Export	Exports the displayed list to a spreadsheet
Batch ID	Units linked to a specific batch ID
ID	Units unique ID within the batch
Serial #	Units Serial number
Manufacturer	Unit Manufacturer
Type	Unit Type (Monitor etc.)
Sub-Type	Unit Sub-type (17 Inch etc.)
Status	Units status in the batch (For AA use)
Ent. By	Member who registered the unit
Created	Date the unit was registered.

Click on “Register Device” to begin unit registration for surplus.

3 40% AA RA M - Device Registration –

Add Asset page.

The screenshot shows a web browser window with the URL <http://rc.covsdds.com/ASDDSAAsset.aspx>. The page title is "Secure Data Destruction and Surplus". The DynTek logo is in the top left. A navigation bar includes links for Assets, Batches, Maintenance, Reports, Help, and Logout. A "TRAINING SITE" link is also present. The main content area is titled "Add Asset" and contains a form with the following fields:

- *Agency: Virginia Department of Test (dropdown)
- *Facility: Headquarters (dropdown)
- *Type: Choose an Asset Type (dropdown)
- *Manufacturer: Choose a Manufacturer (dropdown)
- *Serial No.: (text input)
- *Condition: Choose an Asset Condition (dropdown)
- *Contact Name: (text input)
- Address: 123 Test Street Richmond VA 23219
- *Pickup Location: (text input)
- Description: (text input)
- Notes: (text input)
- Region: Region2
- Status: Requested
- *Subtype: (dropdown)
- *Model: (text input)
- Asset Tag: (text input)
- *Age (yrs): Choose an Asset Age (dropdown)
- *Contact Phone: (text input)

You must attempt to provide as much information as possible. The more accurate the information is, the better the chance that your organization will save money on the project. The next table describes each fields function.

Item	Description	Action	Mandatory
Save	To save unit information	Save completed information	NA
Cancel	Cancels unit information	Cancel registration	NA
Agency	Displays organization	Cannot be modified	Yes
Facility	Shows Facility	Modify to assigned regional facility	Yes
Type	Gives a choice of unit types	Choose the correct unit type	Yes
Manufacturer	Provides a choice of main manufacturers	Choose correct Manufacturer	Yes
Serial No.	Units Serial number	Enter Correct Serial Number	Yes
Condition	Units overall condition	Enter estimated condition	Yes
Contact Name	Contact name	Name of person who used equipment or person registering equipment.	Yes
Address	Units location	Cannot be modified	NA
Region	Region	Cannot be modified	NA
Status	Member who registered the unit	Cannot be modified	NA
Subtype	Units sub-type	Choose model type	No
Model	Unit model number	Enter model number	Yes
Asset Tag	Organization Tag	Enter tag number if applicable	No
Age	Age of unit	Choose approximate age	Yes
Contact Phone	Owners telephone	Enter owners telephone number otherwise members	Yes
Pickup Location	Units location	Enter units physical location at collection	Yes
Description	Extra information	If "other" is chosen elsewhere, add info here.	No
Notes	Notes	Any other helpful notes.	No

Example of a completed registration

The screenshot shows a web browser window with the URL <http://rc.covsdds.com/ASDDAsset.aspx>. The page title is "Secure Data Destruction and Surplus". The DynTek logo is in the top left. A navigation bar includes links for Assets, Batches, Maintenance, Reports, Help, and Logout. A "TRAINING SITE" link is also visible. The "Add Asset" form is displayed with the following fields:

- *Agency: Virginia Department of Test (dropdown)
- *Facility: Headquarters (dropdown)
- *Type: Any Computer Monitor or CRT (dropdown)
- *Manufacturer: Dell (dropdown)
- *Serial No.: ABC-123
- *Condition: Fair Condition (dropdown)
- *Contact Name: Tom Jones
- Address: 123 Test Street Richmond VA 23219
- *Pickup Location: Central Warehouse
- Description: None
- Notes: Part of Pallet 1
- Region: Region2
- Status: Requested
- Subtype: 17 inch monitor (dropdown)
- *Model: E77P
- Asset Tag: 54321
- *Age (yrs): Less than 4 years (dropdown)
- *Contact Phone: 804-544-1234

The "Save" button is circled in red on the left side of the form.

Click "save" when you are finished

There is now one unit registered for surplus

The screenshot shows the DynTek Secure Data Destruction and Surplus web application. The browser address bar displays <http://rc.covsdds.com/ASDDSAAssetList.aspx>. The application header includes the DynTek logo and the title "Secure Data Destruction and Surplus". A navigation menu contains links for Assets, Batches, Maintenance, Reports, Help, and Logout. On the left, a "TRAINING SITE" sidebar offers options: Register Device, Search for Device, Print, and Export. The main "Asset List" table contains one entry:

Edit	Batch ID	ID	Serial #	Manufacturer	Type	Subtype	Status	Ent. by	Created
	123	418	ABC-123	Dell	Monitor	17 inch	Requested tjones		7/14/2005 1:45:34 PM

A page number "1" is displayed at the bottom left of the table.

You can continue the registration process until there are no more units left in your facility, region or organization to surplus.



The screenshot shows the DynTek Secure Data Destruction and Surplus web application with a list of 13 assets. The browser address bar displays <http://rc.covsdds.com/ASDDSAAssetList.aspx?fromedit=yes>. The application header and navigation menu are identical to the previous screenshot. The "Asset List" table contains the following data:

Edit	Batch ID	ID	Serial #	Manufacturer	Type	Subtype	Status	Ent. by	Created
	123	418	ABC-123	Dell	Monitor	17 inch	Requested tjones		7/14/2005 1:45:34 PM
	123	419	123-ABC1	Dell	Monitor	17 inch	Requested tjones		7/14/2005 1:55:26 PM
	123	420	ABC-789	Dell	Monitor	15 inch	Requested tjones		7/14/2005 1:57:12 PM
	123	421	CFG-1234	Dell	Monitor	15 inch	Requested tjones		7/14/2005 1:58:04 PM
	123	422	1ZWED2345	Compaq	Mobile Computer	None	Requested tjones		7/14/2005 1:59:26 PM
	123	423	2WSDE33	Other (describe in notes)	Network Electronics	Switch	Requested tjones		7/14/2005 2:01:04 PM
	123	424	76124567	Gateway	Desktop Computer	None	Requested tjones		7/14/2005 2:02:41 PM
	123	425	HU4XD	Dell	Desktop Computer	None	Requested tjones		7/14/2005 2:03:51 PM
	123	426	6532-123	Other (describe in notes)	Printer	Col Laser	Requested tjones		7/14/2005 2:05:34 PM
	123	427	NA	Other (describe in notes)	Media	Magnetic	Requested tjones		7/14/2005 2:07:06 PM
	123	428	DFG-ESDF	Hewlett Packard	Handheld Computer	None	Requested tjones		7/14/2005 2:08:24 PM
	123	429	DFG45	Compaq	Server	None	Requested tjones		7/14/2005 2:09:46 PM
	123	430	FFG2245	Hewlett Packard	Peripheral	Attached	Requested tjones		7/14/2005 2:13:29 PM
	123	431	JHYRT5567	Okidata	Printer	Dot Matrix	Requested tjones		7/14/2005 2:14:56 PM

A page number "1" is displayed at the bottom left of the table.

Units you register as well as units registered by other members will create the batch that has to be approved by the Agency Administrator.

Tip

You can still edit any unit that has been registered as long as the batch is not closed. Click the  icon in the Asset List Page to change the unit's information. Click the  icon in the Asset List Page to view the unit without being able to edit. Once you have registered a unit, you cannot delete the unit completely.

IMPORTANT. Any changes made to a registered unit will have an audit trail attached so that any changes made to a unit after it is registered can be tracked.

3


50%

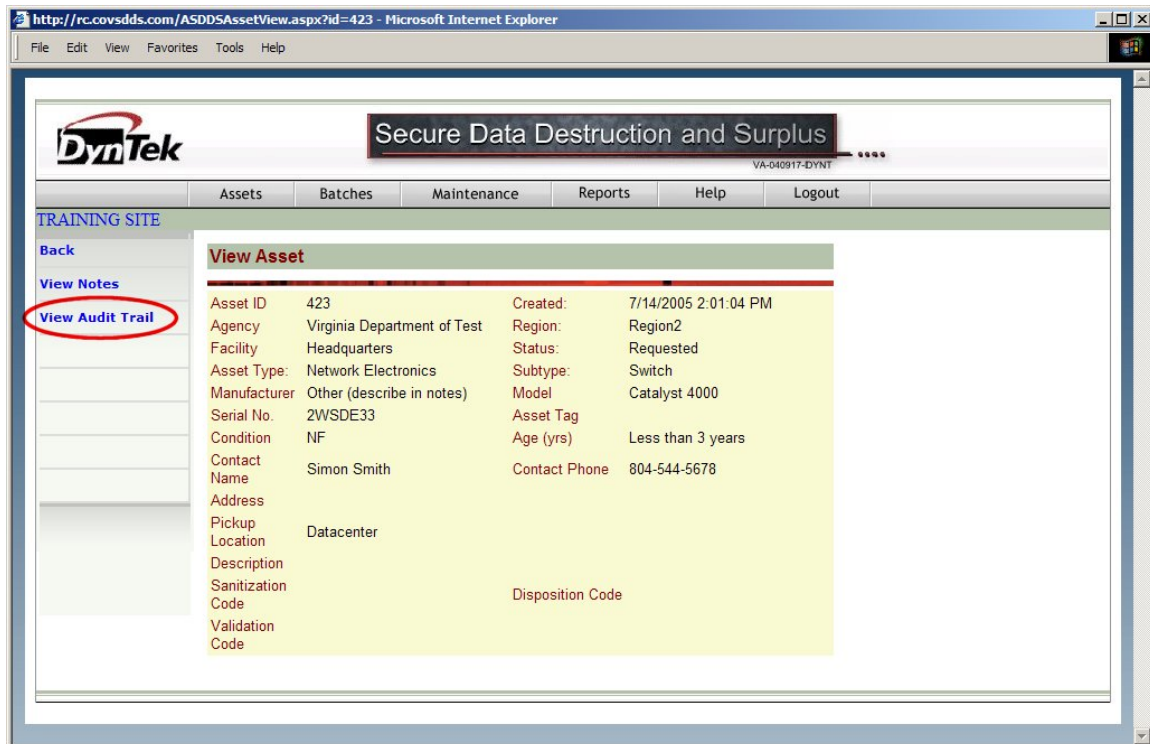
AA

RA

M

- Viewing an Audit Trail -

Click the  icon next to any device in the Asset list. In this case we will look at Unit ID 423 shown in the previous image. This will display the device information page.



http://rc.covsdds.com/ASDDSAAssetView.aspx?id=423 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

DynTek Secure Data Destruction and Surplus VA-040917-DYNT

Assets Batches Maintenance Reports Help Logout

TRAINING SITE

Back

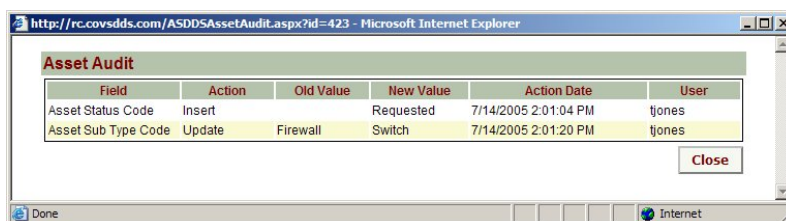
View Notes

View Audit Trail

View Asset

Asset ID	423	Created:	7/14/2005 2:01:04 PM
Agency	Virginia Department of Test	Region:	Region2
Facility	Headquarters	Status:	Requested
Asset Type:	Network Electronics	Subtype:	Switch
Manufacturer	Other (describe in notes)	Model	Catalyst 4000
Serial No.	2WSDE33	Asset Tag	
Condition	NF	Age (yrs)	Less than 3 years
Contact Name	Simon Smith	Contact Phone	804-544-5678
Address			
Pickup Location	Datacenter		
Description			
Sanitization Code		Disposition Code	
Validation Code			

On the left navigation bar is the option to "View Audit Trail." Click this link. A new window will appear.



http://rc.covsdds.com/ASDDSAAssetAudit.aspx?id=423 - Microsoft Internet Explorer

Asset Audit

Field	Action	Old Value	New Value	Action Date	User
Asset Status Code	Insert		Requested	7/14/2005 2:01:04 PM	tjones
Asset Sub Type Code	Update	Firewall	Switch	7/14/2005 2:01:20 PM	tjones

Close

Note that there are two entries made so far. The first entry is made when the device is registered. The second entry shows that the member Tom Jones changed the device type from a Firewall to a Switch. This was done after Tom Jones registered the unit so it has an entry to show the change. Any more changes to this unit will show how it was changed, when it was done and who did the change. Click the "close" button to close this window.

Tip

If the new window does not appear, you probably have a popup blocker installed. Please check your blocker documentation on how to disable the function for this web-site.

3

60%


AA

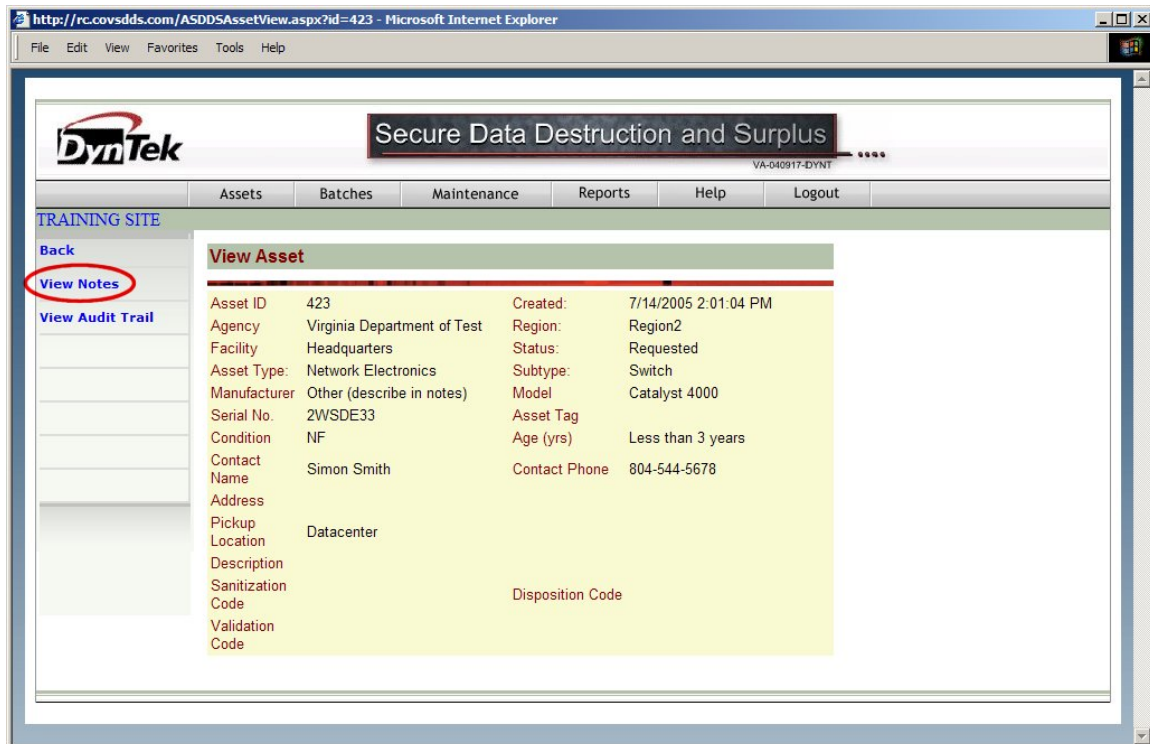
RA

M

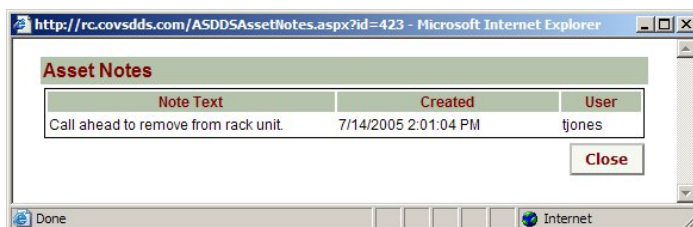
- View Notes -

Occasionally, notes will be made about special circumstances or instructions to either someone in the organization or DynTek before collection.

Click the  icon next to any device in the Asset list. In this case we will look at Unit ID 423 again.



Click "View Notes", a new window will appear.



Here there are instructions to call ahead before collection so that the unit can be removed from a rack. This is just an example on how to keep track of special situations. Click the "close" button to close this window.

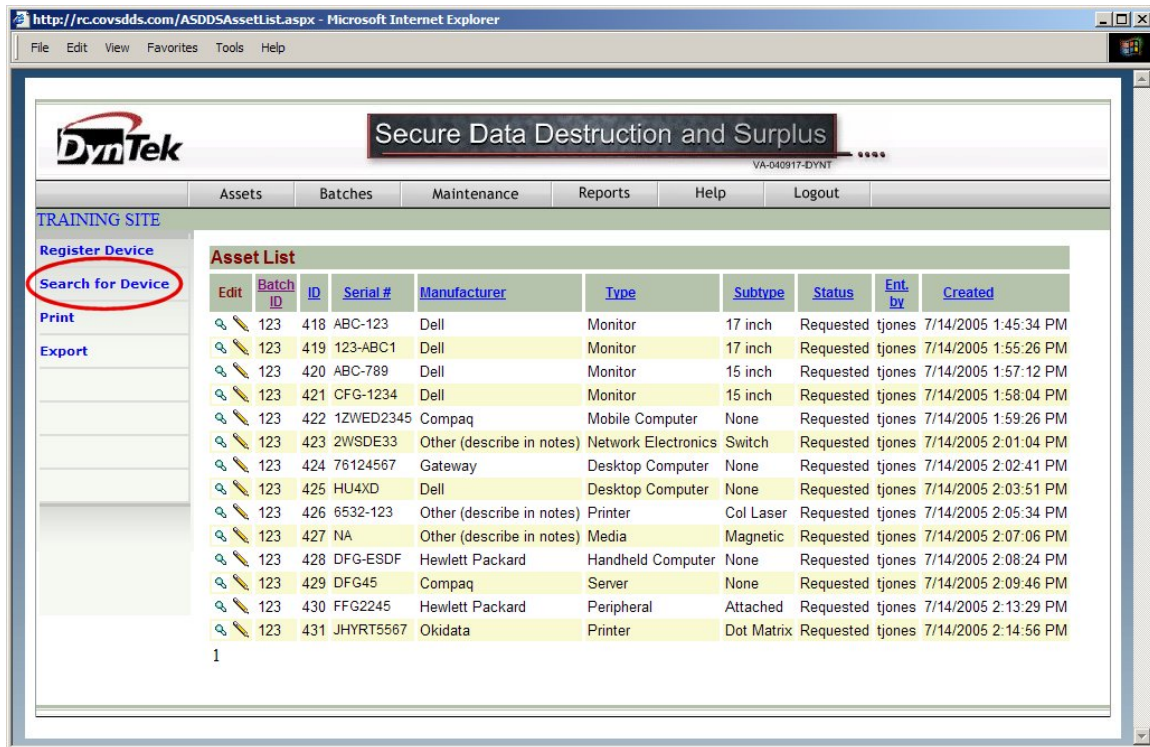
When you are finished with the View Asset page, click "Back" in the left navigation bar to return to the asset list page.

- Searching for a Device -

There can be times where an Agency Administrator, Region Administrator and even a Member may need research some information on an item that has been registered for surplus.

SDDS has an integrated search engine to simplify finding one unit that may be amongst thousands. The search engine can also allow you to find multiple units that meet a search criteria you set.

To access the search function, click "Search for Device" in the Asset List page.



The screenshot shows a web browser window displaying the DynTek Secure Data Destruction and Surplus application. The page title is "Secure Data Destruction and Surplus" with the DynTek logo. The navigation menu includes Assets, Batches, Maintenance, Reports, Help, and Logout. On the left sidebar, under the "TRAINING SITE" section, the "Search for Device" link is circled in red. The main content area displays an "Asset List" table with columns for Edit, Batch ID, ID, Serial #, Manufacturer, Type, Subtype, Status, Ent. by, and Created. The table contains 13 rows of asset data, all with a status of "Requested" and a creation date of 7/14/2005.

Edit	Batch ID	ID	Serial #	Manufacturer	Type	Subtype	Status	Ent. by	Created
	123	418	ABC-123	Dell	Monitor	17 inch	Requested	tjones	7/14/2005 1:45:34 PM
	123	419	123-ABC1	Dell	Monitor	17 inch	Requested	tjones	7/14/2005 1:55:26 PM
	123	420	ABC-789	Dell	Monitor	15 inch	Requested	tjones	7/14/2005 1:57:12 PM
	123	421	CFG-1234	Dell	Monitor	15 inch	Requested	tjones	7/14/2005 1:58:04 PM
	123	422	1ZWED2345	Compaq	Mobile Computer	None	Requested	tjones	7/14/2005 1:59:26 PM
	123	423	2WSDE33	Other (describe in notes)	Network Electronics	Switch	Requested	tjones	7/14/2005 2:01:04 PM
	123	424	76124567	Gateway	Desktop Computer	None	Requested	tjones	7/14/2005 2:02:41 PM
	123	425	HU4XD	Dell	Desktop Computer	None	Requested	tjones	7/14/2005 2:03:51 PM
	123	426	6532-123	Other (describe in notes)	Printer	Col Laser	Requested	tjones	7/14/2005 2:05:34 PM
	123	427	NA	Other (describe in notes)	Media	Magnetic	Requested	tjones	7/14/2005 2:07:06 PM
	123	428	DFG-ESDF	Hewlett Packard	Handheld Computer	None	Requested	tjones	7/14/2005 2:08:24 PM
	123	429	DFG45	Compaq	Server	None	Requested	tjones	7/14/2005 2:09:46 PM
	123	430	FFG2245	Hewlett Packard	Peripheral	Attached	Requested	tjones	7/14/2005 2:13:29 PM
	123	431	JHYRT5567	Okidata	Printer	Dot Matrix	Requested	tjones	7/14/2005 2:14:56 PM

SDDS Search Engine

The screenshot shows the SDDS Search Engine interface in a Microsoft Internet Explorer browser window. The address bar displays <http://rc.covsdds.com/ASDDSSearch.aspx>. The page header includes the DynTek logo and the title "Secure Data Destruction and Surplus". A navigation menu contains links for Assets, Batches, Maintenance, Reports, Help, and Logout. On the left, a "TRAINING SITE" sidebar offers "Run Search" and "Cancel" buttons. The main content area is titled "Enter Asset Search Criteria" and contains a form with the following fields:

- Agency: Virginia Department of Test
- Facility: Headquarters
- Type: Any Computer Monitor or CRT
- Manufacturer: Dell
- Serial No.:
- Condition: Choose an Asset Condition
- Contact Name:
- Batch ID:
- Address:
- Pickup Location:
- Description:
- Notes:
- Region: Choose an Region
- Status: Choose a Status
- Subtype: 17 inch monitor
- Model:
- Asset Tag:
- Age (yrs): Choose an Asset Age
- Contact Phone:

The SDDS search page is similar to the Register Device page. The difference is that no fields are mandatory and the options for the search can be as specific as needed. In this case, a search will be run for 17" Dell Monitors.

The screenshot shows the SDDS Search Engine interface displaying the results of the search. The "Asset Search Results" table contains the following data:

Edit	Batch ID	ID	Serial #	Manufacturer	Type	Subtype	Status	Ent. by	Created
	123	418	ABC-123	Dell	Monitor	17 inch	Requested tjones		7/14/2005 1:45:34 PM
	123	419	123-ABC1	Dell	Monitor	17 inch	Requested tjones		7/14/2005 1:55:26 PM

Below the table, the number "1" is displayed, indicating the total number of results. On the left sidebar, there are buttons for "Register Device", "Search for Device", "Print", "Export", and "Clear Search".

SDDS returns two results. You can now print, export, modify or view these units. Choose "Clear Search" to return to the Asset List page.

Tip

Agency Administrators can search an organizations complete list of registered units. Region Administrators and Members can search for units in their assigned regions.

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- Summary -

Responsibility	Milestone	SDDS Location	Output
AA RA M	Register Units	Login, Register Device, Save	Surplus Units Registered in SDDS
AA RA M	Modify Registered Units	Login, Edit, Save	Units Information Changed. Audit Trail created.
AA RA M	Search for units	Login, Search for Device, run Search	Tracks specific units

Phase Complete !